

**CONFIDENTIAL**LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 11 MAY 1983I. Progress Report on Tasks Assigned by the DCI/DDCI:No items this reporting period. 

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II. Items/Events of Major Interest:

a. Executive Dining Room: On 9 May 1983 the waitresses in the Executive Dining Room began wearing new dress attire. All waitresses will be dressed identically, and the apparel will be selected so as to be coordinated with the color of the tablecloths chosen for the day -- red, white, or beige.

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b. Meeting of the President's Committee on Employment of the Handicapped:  of the Space Maintenance and Facilities Branch (SM&FB), LSD/OL, attended the annual meeting of the President's Committee on Employment of the Handicapped on 4 and 5 May 1983 at the Washington Hilton. Included on the program were films and exhibits of new technology and equipment that is available for the handicapped in the work environment.

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c. Response to General Inspection of Headquarters Building: Fifteen minor repair calls have been received in SM&FB in response to the general inspection of the Headquarters Building which was begun on 27 April. Approximately two-thirds of the offices (office heads, divisions, etc.) have been visited.

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d. Major Renovations, Phase III - Office of Security (OS): The Badge Office, OS, was relocated to Room 1E-0010 Headquarters this past weekend. The carpenters and sheet metal workers began the installation of a full-height soundproof wall on Monday, 9 May,

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after which VTR work will begin. The only other work remaining in Phase III is minor patching and painting. Phase IV, the renovations for additional polygraph interview rooms, began the week of 9 May.

[redacted]

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e. Survey for Major Renovations: On Monday, 9 May 1983, the architectural and engineering firm [redacted] initiated a survey for major renovations to the entire 2430 E Street complex. Renovations to be made include new electrical service, a new sprinkler system, and roof and window repairs. The survey will be presented to GSA by COB 30 June, and the contract for construction is scheduled to be let by COB 30 September 1983. [redacted]

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f. Minor Renovations - National Intelligence Council: Minor renovations to Room 5G-00 Headquarters were completed on Friday, 6 May. [redacted]

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g. Installation of Carpet: Approximately 150 square yards of carpet were installed in Ames Building on 30 April for the Office of Research and Development. [redacted]

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h. Preparations for Relocations: [redacted]

The design has been completed for the move of personnel of the Office of Data Processing (ODP) from GD45 to 1A26 Headquarters. The design will be presented to ODP this week. [redacted]

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The design has been submitted for the Word Processing Group, ODP, to relocate from 2D0007 to 5D55 Headquarters. However, the

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drawings are on hold pending a decision by ODP regarding this relocation.

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i. WANG Supplies: Delegate 10-pitch and 12-pitch printwheels, OCR-A 10-pitch printwheels, and Courier 10-pitch printwheels, magnetic disk sets, and cartridge typewriter ribbons are now being stocked in the Headquarters Supply Room. The supplies will be behind the counter and will have to be requested as needed. The ribbons will be the only items that will be stocked in the outlying buildings. To obtain the other supplies in those buildings, a telephone call will have to be made to the Headquarters Supply Room,

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III. Significant Events Anticipated During the Coming Week:

No items this reporting period.

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Chief  
Logistics Services Division

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